

15 OCTOBER 1999

Maintenance

DEPOT MAINTENANCE POLICY



NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: AFMC/LGPP (Mr. Robert M. Glovka)

Certified by: AFMC/LGP (Mr. Ronald D. Baty)

Pages: 3

Distribution: F

This directive establishes mandatory policy for depot maintenance industrial operations. It implements the applicable portions of AFPD 21-1, *Managing Aerospace Equipment Maintenance*, AFI 21-101, *Maintenance Management of Aircraft*, and AFI 21-102, *Depot Maintenance Management*. This is the initial publication of this document.

1. Depot Maintenance Objective. The objective of AFMC depot maintenance is to provide quality depot level products and services of aerospace equipment which fully comply with technical data requirements and are on time and within cost while preserving Operational Safety, Suitability, and Effectiveness. This is accomplished through the use of disciplined engineering practices, strict adherence to technical data, a well-trained and motivated depot workforce, the correct tools and equipment, a quality work environment and a strict process discipline.

2. Technical Data. Compliance with technical data is mandatory for all depot maintenance. Technical data to include documents derived from technical orders will be current and controlled to ensure accuracy as required by the 00-5 series technical orders. For further guidance on technical data, refer to AFMCI 21-110, *Depot Maintenance Technical Data and Work Control Documents*, AFMCI 21-301, *AFMC Technical Order System*, and AFMCMAN 21-1, *AFMC Technical Order System Procedures*.

3. Personnel Training and Qualification. All depot maintenance employees, whether General Schedule (GS), Wage Grade (WG), or military will be trained and qualified to the extent necessary to perform assigned mission requirements. Training and qualifications will be completed and documented to ensure adequacy and to provide an audit trail. AFMC civilian depot maintenance personnel will be trained in accordance with AFPD 36-4, *Air Force Civilian Training and Education*. Military personnel performing depot maintenance will meet the requirements of AFPD 36-22, *Military Training*. All personnel must meet the requirements of AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*.

3.1. Production Acceptance Certification (PAC) Program. All depot maintenance production performed by AFMC civilian personnel according to a formal work control document (WCD) will be certified by a PAC certified worker. This certification signifies that the worker is fully trained to do the work and has demonstrated the capability to perform the task in accordance with training, technical data, safety, quality and other applicable directives. Critical tasks will have a secondary certification by a second PAC certified worker. Formal classroom training, structured OJT, as well as traditional OJT, will be used to qualify workers prior to PAC certification. Training will be identified and accomplished for all depot maintenance tasks. Training will be documented and standardized for common tasks and processes. A well-run PAC program contributes to a quality product. PAC in and of itself is not an assurance that quality product is being delivered. For further guidance on the PAC program, refer to AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*.

4. Tools/Equipment. Tools and equipment used in depot maintenance will be authorized by the governing technical data and maintained in a serviceable condition and in accordance with the 00-20 technical orders. Inspections, calibration, periodic maintenance, storage and/or preservation will be accomplished and documented as required.

4.1. All Test, Measurement, and Diagnostic Equipment (TMDE) used in depot maintenance will be calibrated and maintained in a serviceable condition as prescribed by TO 00-20-14. Inspections and periodic maintenance will be accomplished as required.

4.2. Tools and equipment will not be substituted/used unless officially approved by the cognizant engineering authority and controlled IAW TO 00-5-1, AFMCI 21-301, *AFMC Technical Order System Implementing Policies*, and AFMCMAN 21-1, *AFMC Technical Order System Procedures*.

4.3. Special tools will be issued and strictly controlled to ensure accountability and prevent Foreign Object Damage (FOD). Local tool control and accountability and FOD programs will be established IAW AFMCI 21-122, *Foreign Object Damage (FOD) Prevention Program*, and AFMCI 21-107, *Tool Control and Accountability Program*.

4.4. Equipment and tools will be used safely and for the purpose intended.

5. Maintenance Safety. Maintenance safety is of paramount importance. NEVER jeopardize personnel safety or equipment reliability for the sake of cost, schedule or performance. OBEY all tech order "Warnings" and "Cautions" and comply with all AFOSH and other safety directives.

5.1. AFMC depot maintenance will comply with Federal statutory and Air Force regulatory requirements and higher authority policy directives. This includes meeting all Federal mishap prevention objectives and safety provisions as contained in status of force agreements between member nations.

6. Supply Discipline. Supply discipline and integrity are the responsibility of every military and civilian employee regardless of grade or position. Supervisors at every level will ensure the practice of good supply discipline. Reparable items will be controlled throughout the repair cycle, picked up and turned in expeditiously. All reparable items will be properly tagged for identification with caps/plugs, etc, covering all openings, IAW TO 00-20-3.

7. Process Discipline. Maintenance discipline must be held to the highest standards. To maintain the highest standards requires a quality surveillance assessment and improvement system capable of timely

identification and correction of deficiencies. Quality assurance offices will be established and manned to the level required to provide quality surveillance of production activities. The AFMC quality assurance program is outlined in AFMCI 21-115, *Depot Maintenance Quality Assurance*.

8. Procedures for Waiver Requests and Proposed Changes. The Commander at each Air Logistics Center will sign all waiver requests. Waiver requests or proposed changes will be sent to HQ AFMC/LG for action. Requests for waivers will also contain justification as to why the unit can not comply with the existing guidance. Deviations, including “test” or “trial” programs, are NOT authorized without prior HQ AFMC/LG written approval.

THOMAS W. BATTERMAN, SES, Deputy Director
Directorate of Logistics